



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82003-1828



In Reply Refer To:  
1400-1382 (953) P

February 3, 2006

Instruction Memorandum No. WY-2006-020  
Expires 9/30/2007

To: All Employees  
From: Associate State Director  
Subject: BLM Procedures for Distribution of Electronic Leave and Earnings Statements

This is a continuation of a previously published policy being transmitted for your information.

This policy has been implemented for employees in BLM, Wyoming. All employees in the State, except temporary seasonals who do not have access to a computer at their worksite, are required to obtain their Leave and Earnings Statements electronically per the attached Instruction Memorandum No. HR2006-008. Per the IM, waivers will not be granted to employees with access to a computer and a printer at their worksite. Employees with access will be provided reasonable time on the job to access and print a copy of their LES.

Questions in regard to this information may be addressed to Don Roberts at 307-775-6033 or Carolyn Droscher at 307-775-6030, Human Resource Specialists in the Wyoming State Office.

/S/ Donald A. Simpson  
ACTING

1 Attachment:  
IM No. HR2006-008 (10 pp.)